



CalCPA Board of Director and Council Member Time Commitment

Please note that the below are estimates and may vary (i.e. increase) based on your location and travel needs.

CalCPA Board of Directors (Overall)

See below for specifics about each position.

<u>Required Activities</u>	<u>Number of Days</u>
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Board of Directors Meetings	7
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- September, February and May

Council and Summit Meetings	5-6
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- Summer (2-5 days), November (virtual), Winter (2-days including CPA Day)

Board Liaison Program Visits	2 – 3
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- Based on Regional and/or State Committee assignments, meeting / event dates

<u>Ad Hoc Activities</u>	<u>Number of Days</u>
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Task Force meetings or committee meetings, budget approval, other miscellaneous duties and preparation	4 – 5
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TOTAL ESTIMATED TIME COMMITMENT 18 – 21 Days

CalCPA Council

<u>Required Activities</u>	<u>Number of Days</u>
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Council and Summit Meetings	5-6
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- Summer (2-5 days), November (virtual), Winter (2-days including CPA Day)

TOTAL ESTIMATED TIME COMMITMENT 5 Days

AICPA Council

<u>Required Activities</u>	<u>Number of Days</u>
AICPA Meetings	7
• Three Council Meetings (May, October, March)	
TOTAL ESTIMATED TIME COMMITMENT	7 Days

Chair

Required Activities

Number of Days

Board of Directors Meetings

7

- September, February and May

Council and Summit Meetings

5-6

- Summer (2-5 days), November (virtual), Winter (2-days including CPA Day)

Finance Committee Meetings

2

- Two 1- or 2-hour virtual meetings
- One full-day in-person meeting

CEO Goals and Performance Committee Meeting

1

- One 2-hour in-person meeting at the May Board meeting
- As needed planning and follow-up virtual meetings

AICPA Meetings

7

- Three Council Meetings (May, October, March)

Recommended / Optional Activities

Number of Days

Regional Visits

0 – 14

State Committee Meetings

3 – 4

Investment Committee Meetings (optional)

1

- Five 1-hour conference calls

Ad Hoc Activities

Number of Days

Task Force meetings or committee meetings, budget approval, other miscellaneous duties and preparation

4 – 5

TOTAL ESTIMATED TIME COMMITMENT 26 – 46 Days

First Vice Chair

<u>Required Activities</u>	<u>Number of Days</u>
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Board of Directors Meetings	7
• September, February and May	
Council and Summit Meetings	5-6
• Summer (2-5 days), November (virtual), Winter (2-days including CPA Day)	
CEO Goals and Performance Committee Meeting	1
• One 2-hour in-person meeting at the May Board meeting	
• As needed planning and follow-up virtual meetings	
AICPA Meetings (<i>only if on AICPA Council</i>)	7
• Three Council Meetings (May, October, March)	
AICPA & CPA/SEA Leadership Conference	3
• In conjunction with October Council meeting	

<u>Recommended / Optional Activities</u>	<u>Number of Days</u>
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Finance Committee Meeting	1
• November/January budget review and approval	

<u>Ad Hoc Activities</u>	<u>Number of Days</u>
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Task Force meetings or committee meetings, budget approval, other miscellaneous duties and preparation	4 – 5
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TOTAL ESTIMATED TIME COMMITMENT 28 – 29 Days

Treasurer / Secretary

Required Activities	Number of Days
Board of Directors Meetings • September, February and May	7
Council and Summit Meetings • Summer (2-5 days), November (virtual), Winter (2-days including CPA Day)	5-6
Finance Committee Meetings • Two 1- to 2-hour virtual meetings • One full-day in-person meeting • As needed planning and follow-up conference calls	2 – 3
Investment Committee Meetings • Five 1-hour conference calls • As needed planning and follow-up conference calls	1 – 2
CEO Goals and Performance Committee Meeting • One 2-hour in-person meeting at the May Board meeting • As needed planning and follow-up virtual meetings	1
AICPA Meetings (<i>only if on AICPA Council</i>) • Three Council Meetings (May, October, March)	7
Ad Hoc Activities	Number of Days
Task Force meetings or committee meetings, budget approval, other miscellaneous duties and preparation	4 – 5

TOTAL ESTIMATED TIME COMMITMENT 27 – 33 Days

Vice Chairs and Council Representatives to the Board

Required Activities	Number of Days
Board of Directors Meetings September, February and May	7
Council and Summit Meetings Summer (2-5 days), November (virtual), Winter (2-days including CPA Day)	5-6
Recommended / Optional Activities	Number of Days
Finance Committee Meetings (optional) Quarterly for 1 hour each	1 – 2
Ad Hoc Activities	Number of Days
Task Force meetings or committee meetings, budget approval, other miscellaneous duties and preparation	4 – 5

TOTAL ESTIMATED TIME COMMITMENT 17 – 18 Days

Immediate Past Chair

(not an elected position; this is for reference only)

Required Activities	Number of Days
Board of Directors Meetings September, February and May	7
Council and Summit Meetings Summer (2-5 days), November (virtual), Winter (2-days including CPA Day)	5-6
CEO Goals and Performance Committee Meeting - One 2-hour in-person meeting at the May Board meeting - As needed planning and follow-up virtual meetings	1
AICPA Meetings <i>(only if on AICPA Council)</i> Three Council Meetings (May, October, March)	7
Ad Hoc Activities	Number of Days
Task Force meetings or committee meetings, budget approval, other miscellaneous duties and preparation	4 – 5

TOTAL ESTIMATED TIME COMMITMENT 24 – 25 Days